



CITY OF LEMON GROVE

Class Title: Assistant Planner
Department: Development Services

GENERAL PURPOSE

Perform a variety of administrative, technical and professional work in any and all planning programs of the city related to development of land and implementation of city land use policies and procedures.

SUPERVISION RECEIVED AND RESPONSIBILITIES

This position works under the general supervision of the Development Services Director and under immediate direct supervision of the Senior or Principal Planner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and assists with the development of planning studies and reports in support of new and updated plans, programs and regulations
- Conducts environmental analysis pursuant to the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA)
- Reviews or assists in the review of simple to moderately difficult development proposals and site plans for conformance with codes, plans, and regulations
- Prepares and presents or aids in the preparation or presentation of detailed reports on development proposals to government bodies
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, business history and occupancy rates
- Evaluates or assists in the evaluation of rezoning projects or zone amendments, ordinance amendments, site plans, use permits, variances and other proposals
- Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans
- Coordinates community review of public and private development projects
- Provides information to the public regarding development regulations
- Assists in resolving citizen and customer issues
- Oversees the work of consultants and interns
- Conducts field evaluations and assessments
- Organizes records and files for existing and new projects and programs
- Attends substantial number of evening and weekend meetings

EDUCATION AND EXPERIENCE

Any combination of education, training and experience that clearly demonstrates possession of the knowledge and abilities needed to perform the typical duties listed above. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a Bachelors degree from an accredited college or university with a major course work in land-use planning, urban planning, landscape architecture or a related field; and
- One year of planning experience, preferably within a local government environment.

LICENSES AND CERTIFICATION

Possession of a valid Class C California driver's license, or ability to obtain one.
AICP Certification or progress toward AICP Certification is desirable

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of planning
- Land development processes and techniques
- Principles and practices of research and data collection
Effective writing and presentation techniques
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Willingness to learn computer hardware and software programs, which include Microsoft Programs (Word, Outlook, Excel, PowerPoint), permitting software, Internet applications, graphic programs and GIS.

Ability to:

- Communicate rules and procedures clearly to the public
- Problem-solve to gather relevant information to solve vaguely defined practical problems
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Create graphic illustrations or designs, development strategies, and render site plans via sketches and/or computer graphics
- Prepare memorandums, correspondence, reports, notices and presentation materials.
- Work on several projects or issues simultaneously
- Work independently or in a team environment as needed
- Attend to details while keeping big-picture goals in mind
- Learn new computer systems
- Research and interpret Federal, State and local laws, programs, and policies
- Collaborate effectively and courteously with the public and colleagues on a variety of tasks

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and database software including Office 2000, office telephone, digital camera, microfiche, television, video cassette recorder, 10-key calculator, facsimile, copier, and postage machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods while generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to contractors,

the general public and City staff on the telephone and in person. Read documents, plans, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on construction blueprints and other documents. Operate a multitude of office equipment. Some outdoor work is required in the inspection of various land use developments and constructions sites.

Work Environment

- Office environment that can be fast paced; and
- Travel from site to site; use of personal vehicle may be required.
- Some outside exposure which can be wet, hot and/humid conditions or airborne particles.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Lemon Grove City Council: June 2, 2015